



Fingerprint Technician

Job Code: 0214

Originated: 06/02

Revised: 08/06

HR Ordinance Status: Classified

Salary Grade: 1274

EEO Code: 22

FLSA: Non Exempt

Supervisory: No

CLASS SUMMARY

Performs classification, searching and comparison of fingerprints and maintains general, major case and palm print fingerprint files.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Reviews arrest packages to assure compliance with departmental, State and Federal regulations pertaining to criminal history information. Classifies, searches, files and identifies fingerprints according to the Henry and NCIC system.
- Compiles reports and arrest data submitted to ensure proper maintenance, security and prompt retrieval of records. Maintains general fingerprint files, major case and palm print files, both manually and electronically.
- Enters data from arrest packet into computer databases. Adds FBI Rap sheet information into computer system.
- Reviews and responds to inquiries from police personnel and other agencies on matters pertaining to the general fingerprint files and all matters of criminal identification.
- Assists investigators in conducting background investigations by manually searching and comparing information to match fingerprints, without additional information.
- Conducts Automated Fingerprint Identification System (AFIS) computer entries and searches on tenprint and latent prints.
- Testifies in court as needed on fingerprint card information.
- Purges files as directed by court orders and establishes retention schedule. Sorts, separates, arranges, files and distributes files and materials in prescribed manner.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

AFIS cataloguing, searching, matching and storing fingerprints.

Standard fingerprint classification methods, practices, records and equipment in identifying persons.

Microsoft Windows Office products.

Ability to:

Classify, search, file and identify fingerprints according to the Henry and NCIC system and follow related prescribed procedures and policies.

Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.

Review or check the work products of others to ensure conformance to standards.

Provide thoughtful and thorough analysis.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Establish and maintain effective working relationships with City staff and the general public.

Education and Experience:

A high school diploma or GED equivalent and a minimum of two years experience as a fingerprint technician. Previous AFIS experience reading, cataloguing, searching, matching and storing fingerprints and related data. Experience with the classification, searching, filing and identifying fingerprints according to the Henry and NCIC system.

Licensing and Other Requirements:

A valid Arizona driver's license with no major driving citations in the last 39 months may be required for all positions that occasionally drive.

AFIS system certification is required.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of the Identification Services Supervisor in the Police Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visually analyze and compare fingerprints in order to classify and file.
- Most work is performed in a normal City office environment.

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- Lift and carry materials weighing up to 20 pounds.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Testify in court.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.